

Calvary Chapel Cedar Rapids Preschool



Parent Handbook

Program Philosophy

The philosophy of our Preschool / Daycare program is simple, provide quality care and treat each child as if they were our own. We pride ourselves in offering more than just "child care". We strive to provide a rich, nurturing environment for your child's cognitive, social, emotional and physical growth in a fun learning environment. Our teachers work cooperatively with each family to suit the child's individual needs.

We strive to provide an environment filled with love, security, acceptance, guidance, and sensitivity to each child's intellectual, emotional, physical, and social needs.

We believe that young children learn best through an individualized curriculum including a combination of free choice activities and structured small and large group times.



Enrollment

Enrollment forms for our programs are accepted year-round and children will be placed in a group according to their birth date. Applications will be accepted based on the date it is returned *with the non-refundable application fee*. If a class is full, your child will be placed on a waiting list for the next available slot. We will only maintain a wait list of 5 or fewer children per classroom.

The following information is required by the Iowa Department of Human Services and will be required prior to your child starting in our programs:

- ⓐ A physical examination within the past twelve months, signed by a physician.
- ⓐ An original immunization form, signed by a physician, with up-to-date immunizations required for attendance in a childcare center.
- ⓐ Our registration forms that include emergency contact information, doctor, dentist and hospital preference, pickup authorization information, and emergency parental consent.

Hours of Operation

We are open 6:30 am until 5:30 pm. We close promptly at 5:30 pm. **Please** be respectful of our staff and pick up your children on time. In the unfortunate event that you experience a problem, please call and let us know you will be late! If lateness continues or becomes chronic, we may have to charge a late fee.

We will be closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day and the day after, and Christmas Day. On Christmas Eve day, we will be closing early. If a holiday falls on a Saturday, we will close the Friday before. If a holiday falls on a Sunday, we will close the Monday after.

Cancellations due to Weather or Utility Problems

We will make every attempt to open and stay open any time inclement winter weather occurs. In the event that staff and family safety becomes a concern, we may have to close the center.

If we have a utility related issue (power outage, water or heat problems, etc.), we will make every attempt to stay open unless safety is an issue.



If you question the weather conditions regarding childcare opening, please stay tuned to channel 2 and 9 – this is where announcement of our cancellation will be posted. If this occurs during the day, we will contact every family by phone, and staff will stay with children until they are all picked up.

Emergency Evacuation/Security

Fire and tornado evacuation routes are posted just inside every door of rooms used by the childcare center. Also posted at every door and entrance/exit is a list of our emergency procedures for earthquake, medical emergency, snowstorm, chemical spills, nuclear disaster, etc. A copy of these is available from the director.

Payment Policies

We require a one-time, non-refundable application fee for any of our services.



We charge *tuition* to attend rather than attendance fees. Our rates are based on a “budget plan” – you pay the same amount each week regardless of holidays, family vacations, etc. This allows us to pay our staff for holidays; experience has proven that well-cared for staff can provide higher quality care.

As the cost of care changes, we reserve the right to change tuition. Parents will be notified of annual rate changes with a 30 days notice.

Tuition is due on Monday of each week. If tuition is not received until Wednesday, you will be charged the late fee. If tuition is still not received by the following Monday, your child may not attend care until arrangements are made in writing to become current. You have three business days to make such arrangements. If you default on these arrangements, your child will be dropped from care. If arrangements are *not* made within three business days, your child’s slot will be filled at the end of the week.

If you regularly pay with a check, and your check is refused by the bank, you will be charged an insufficient funds fee, and you may be asked to pay by cash or money order in the future.

If you choose to withdraw your child from any of our programs, you must submit a two-week written notice accompanied by two weeks tuition.

Payment policies are subject to change – please carefully read our annual tuition sheet for any updated information.

Attendance Procedures

Please remember to sign your child in and out each day. We must know who is in the building daily, as well as when they leave. For your child’s safety, it is important that whoever picks up your child signs them out. We will not allow your child to leave with anyone you have not authorized. If we have not met them previously, we will ask for a picture ID – so please have new relatives/friends come prepared.

If your child will not be in attendance on any given day, please call and let us know! It helps us with staffing and lunch counts. If your child will be coming in late or leaving early, it is also helpful for us to have this information.

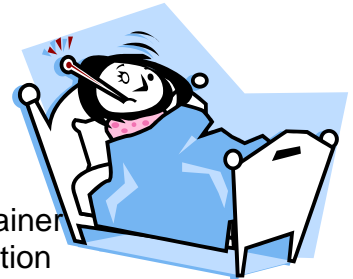
Illness and Medication

Parents are encouraged to monitor their child's health on a daily basis. Keep in mind that if you send your child to childcare when they are sick, they may potentially infect other children and staff.

If your child exhibits the following symptoms, please do not send them to class – if they exhibit these symptoms during the day, we will call you and ask you to come pick them up:

- ⓐ Unusual or unexplained rash, especially on uncovered parts of the body and/or child is scratching it.
- ⓐ Vomiting.
- ⓐ Diarrhea (2 or more instances in a short period of time).
- ⓐ Temperature of 100 degrees or more *accompanied by* any of the following: tiredness, coughing, lack of appetite, rash, extreme irritability, or inability to participate in activities.
- ⓐ Red eyes that exhibit swelling and a discharge.

Any prescription medications must arrive in their original container, with your child's name, the instructions for administration, with a prescription date within the last 30 days.



Over the counter medications must also be in the original container and accompanied by a doctor's note outlining what the medication is for as well as administration directions. When you bring these in you must fill out a "Medication Administration Form" and sign it.

Please notify us of any allergies your child has, so that we can ensure their safety in all situations. If they require an epi-pen, please bring one properly labeled as outlined above, that we can keep on site.

Health and Nutrition

Every child in attendance in the afternoon will participate in a rest time. We play soft music, rub backs and read stories. Your child does not have to fall asleep, but will be encouraged to rest quietly while their friends sleep. This will help your child re-charge for the afternoon activities!

We will follow the Child and Adult Care Food and Nutrition Program guidelines for all our meals. Please feed your child breakfast **prior to attending** care for the day. We will serve a morning snack, lunch and an afternoon snack. Menus will be posted in each classroom as well as near the kitchen. Children will be encouraged – but not forced – to try all foods. If your child wants to bring in birthday or holiday treats, please coordinate these with your child’s teacher.

If your child has an allergy, we will make every effort to provide alternative menu items to meet these needs. However, if they have multiple allergies providing a very specialized diet, we may ask for some assistance from you. If your child cannot drink cow’s milk, we will ask that you bring a commercial container of their milk to the center – this will be labeled and kept appropriately stored.

Clothing

Your children will participate in hands-on, discovery activities daily. This could include paint, sand, mud, etc. Children are also prone to accidents – spilling milk or juice, falling into puddles, messy things! Please send a change of clothing so that when this occurs, they can change into something *they* are comfortable in.



Please keep these activities in mind when helping your child dress for the day. Send them in play clothes that they can wear without worrying about messes, and shoes that will allow them to run, jump and turn somersaults. **If your daughter prefers dresses or skirts, please put shorts on under her dress/skirt!**



We will go out daily unless it is much too warm, or much too cold. So please remember jackets, boots, mittens, and snow pants when appropriate.

We will be happy to work with you when your child is ready to be toilet-trained. Please send plenty of pull-ups, and pants/shorts when the time comes. Remember that elastic waisted clothing allows your child more independence as well as speed! Soiled clothing will be sent home in a clearly labeled bag – staff will not wash clothing.

Communication/Parental Involvement

Monthly newsletters with updates from each classroom will be placed in mailboxes on a regular basis. In addition, we encourage staff and parents to visit daily about what is going on in each child's life – did they sleep well? Are they enjoying the spring weather? Are they going to visit anyone special this week-end?

You are always encouraged to drop in and visit your child's classroom or make arrangements to volunteer. If you'd like to eat lunch with your child, call us by 10:00 am and we'll make sure we prepare enough for you to share.

Do you have a fun craft idea, a great science experiment, a recipe you'd like to do with the class? Talk to your child's teacher or the director so we can make arrangements for this special activity.

At least once each year, we will hold a center-wide activity for all families to participate in and get to know one another. Watch the parent bulletin board and your monthly newsletters for notice of this activity. If you'd like to meet one-on-one with your child's teacher or the director, let us know you want to make an appointment.

As always, it is important for us to be a *partner* in caring for your child. We do have a discipline policy, we include a copy of it in your enrollment packet. If your child begins to exhibit behavior that chronically affects the learning and enjoyment of other children, we will ask to have a conference with you. If their behavior is unsafe for other children or staff, we may call you to pick your child up for the day and will schedule a conference with you.



At this time, Calvary Preschool does not provide transportation to and from any school or home, and we do not regularly include field trips as part of our curriculum.